

**SPRING CITY BOROUGH COUNCIL MEETING
JUNE 7, 2021**

CALL TO ORDER

President Shaner called the meeting to order and lead the pledge of allegiance to the Flag.

President Shaner announced that Council held an Executive Session prior to tonight's meeting to discuss a personnel matter. There is an added agenda item under New Business – a Park Code waiver for the summer concert series.

ATTENDANCE

Council members Brown, Burns, Kern, Miskiewicz, Shaner and Sweeney were present, along with Mayor Dona Kern, Solicitor Matthew Hovey, and Assistant Borough Manager Kisha Tyler.

APPROVAL OF THE MAY 3, 2021, COUNCIL MEETING MINUTES

Motion made by Mr. Brown to approve the May 3, 2021, meeting minutes; motion seconded by Mr. Sweeney. All in favor, motion carried.

MAYOR

Mayor Kern expressed her appreciation for all that participated in the bell toll honoring first responders. At a joint clinic with Royersford Borough held on May 7th and May 28th, 241 covid-19 vaccines were administered. Mary Beth DePaoli sent a thank you note for the flowers. The Masonic Lodge hosted a picnic for first responders, at which Chief White and Officer Gratten were honored for their service. Mayor Kern thanked the park and recreation committee, and others for their efforts to bring the community together with the borough-wide yard sale and Community Day.

COMMUNICATIONS

Steve Kambic, Executive Director of Petra Community Housing submitted a notice that they are seeking funding from the Chester County Department of Community Development for a redevelopment project within the DC-Downtown Commercial zoning district. The proposal for affordable housing, market-rate housing, and storefront commercial space would include up to 3 contiguous parcels that were not identified in the letter. A formal presentation to Council by Petra is forthcoming – no timeline was given.

COMMITTEE REPORTS

Streets and Utilities: 133.6 tons of refuse was transported to the landfill; there were **26 bulk pickups** and **21.7 tons of yard waste** collected curbside in May. All borough properties were mowed and trimmed; trash was removed, yard waste windrows at the compost site were turned; the dog kennel was cleaned; 3 flags were replaced on streetlamp posts; plumbing fixtures and plugs in the pool building were re-installed. Tree trimming along Bridge Street and Main Street is scheduled for June 22, 2021.

Sanitation and Surface Water: The monthly flow for May was **301,000 gallons per day**, with the highest flow of 621,000 gallons occurring on May 29th. Plant operator, Steve Fegan performed all routine maintenance; a fiber optic cable to the effluent flow meter was repaired; the controller at the Heckle Avenue pump station was serviced by Controlex; the annual preventive maintenance on the plant generator was performed by Emergency Systems Services. Effluent testing is good and meets all permit parameters.

Police Department: 189 total calls in May for various police matters and incidents; 23 citations were issued, and 2 criminal arrests were made (the full report is on file). Total miles patrolled = 1401 (2019 Charger) 1,059 / 1402 (2020 Durango) 1,270

Police Committee: The police committee met on May 20th. Chief White, Mayor Kern, Councilors Miskiewicz and Kern attended. Hiring of 1 part-time officer, life insurance for Chief White, and storage area improvements were discussed. PennDOT has not responded about the traffic mirror at Bridge and Church Streets. East Pikeland's Police Chief advised Chief White that the Pikeland Avenue / Wall Street intersection was studied, and it was concluded that a cross-traffic warning sign is not needed. An invitation to first responder's night at the Spring Ford Masonic Lodge on June 3rd was received.

Zoning, Housing and Property: 10 permits were issued in May; fees collected total \$1,700.00. Ms. Tyler provided an update on the zoning violation and nonconforming use mentioned at the May meeting. A concrete contracting business (Supreme Gunite) was operating a plant at 420 Penn Street, which prompted noise, dust, and odor complaints from neighbors. The code enforcement officer issued a cease-and-desist notice on May 13, 2021 and PA DEP was contacted regarding environmental concerns. The operations have ceased.

Planning: There was no meeting in May. Plans for the Hunsberger subdivision were received on June 2nd and will be distributed for discussion at the July meeting.

Parks and Recreation: The committee met on May 20th via Zoom, they discussed upcoming events and expansion of the playground area at Brown Street Park with more inclusive equipment. The borough-wide yard sale held on May 22nd had 50 homes signed-up. Community Day on June 4th featured a petting zoo, live music, a magician, local vendors, representatives from businesses, churches, first responders and local elected officials; attendance was estimated at well over 400 people. The 2021 summer concert schedule at Brown Street Park is Vuja De on July 2nd, The Alligators Blues Band on July 30th, and TAR on August 20th (rain dates tbd).

Financial Reports: Posted.

APPROVAL OF THE REPORTS

Motion made by Mr. Burns to approve the reports as submitted; motion seconded by Mr. Brown. All in favor, motion carried. All reports are on file at Borough Hall.

UNFINISHED BUSINESS

1. Review Bids for the MS4 Stream Restoration at Yost Creek

Three bids were received and reviewed by James Mohn of Motley Associates, Inc. His June 1, 2021 letter recommends awarding the contract to the low bidder, The Ambient Group, LLC at the bid price of \$138,025.00.

| | |
|---------------------------|--------------|
| The Ambient Group, LLC | \$138,025.00 |
| Bertolet Construction Co. | \$172,480.00 |
| Floyd G. Hersh, Inc. | \$224,287.50 |

Motion made by Mr. Sweeney to award the MS4 Stream Restoration at Yost Creek contract to The Ambient Group, LLC for a bid of \$138,025.00; motion seconded by Mr. Kern. All in favor, motion carried.

2. Main Street and Yost Avenue Public Parking Improvements Project Resolution No. 2021-6

Drew Sonntag advised that the culvert televising is scheduled for June 11th. Renderings of the plaza, the ADA accessible trailhead and public park will be shared at the July meeting. A Resolution designating the borough manager and council president to execute all grant documents and agreements was read aloud by Ms. Tyler.

Motion made by Mr. Kern to pass Resolution 2021-6 as presented; motion seconded by Mr. Burns. All in favor, motion carried.

3. Villages at Spring Hill Subdivision

Mr. Hovey reported that the conditions of the final plan approval in August 2020 have been met and all agreements are satisfactory. He explained the details of each agreement and advised council that the Surety Bond in the amount of \$6,702,263.64 was received, along with a \$25,000.00 escrow replenishment check. The \$100,000.00 contribution to the parking lot project will be assessed to each lot and collected with the individual building permits. Council needs to approve the street names and ratify the execution of both the minor and major plans, and the agreements. Mr. Sweeney stated for the record that he is disappointed that the street names lack originality.

Motion made by Mr. Burns to ratify the execution of the Villages at Spring Hill minor subdivision plan; motion seconded by Mr. Sweeney. Vote 4-0, Mr. Shaner and Mr. Kern abstained.

Motion made by Mr. Brown to approve the street names of Dahlia Drive, Magnolia Lane, Pecan Road and Peony Lane for the Villages at Spring Hill subdivision; motion seconded by Ms. Miskiewicz. Vote 4-0, Mr. Shaner and Mr. Kern abstained.

Motion made by Mr. Burns to ratify the execution of the Development Agreement, Financial Security Agreement, Stormwater Management BMP O&M Agreement, and Grinder Pump Agreement for the Villages at Spring Hill subdivision; motion seconded by Mr. Sweeney. Vote 4-0, Mr. Shaner and Mr. Kern abstained.

Motion made by Mr. Sweeney to ratify the execution of the Villages at Spring Hill major subdivision plan; motion seconded by Ms. Miskiewicz. Vote 4-0, Mr. Shaner and Mr. Kern abstained.

4. Hunsberger Tract Subdivision and Land Development

Final plans were received on June 2nd and will be distributed for review at the July 21st planning commission meeting.

5. Comcast Franchise Agreement Renewal

Council was reminded that the agreement is specific to cable tv infrastructure only, not the cost of the service to the customers. Verizon internet service and Fios was mentioned again. Mr. Hovey explained that internet service does not require a franchise agreement, nor does streaming services provided by Verizon. Installation of Fios lines to provide cable tv would require Verizon to enter into a franchise agreement with the borough. Council authorized the solicitor and borough manager to move forward with negotiating the renewal.

6. Recycling Contract – Missed Collections

Mr. Hovey has been corresponding with Mr. Rittenhouse regarding the continuous missed recycling pickups by Eagle Disposal. The contract has a liquidated damages provision, which Mr. Hovey suggests the borough invoke. He will reach out to Mr. Rittenhouse for the tally and send a letter of intent if authorized.

Motion made by Mr. Sweeney to invoke the liquidated damages clause of the recycling contract; motion seconded by Mr. Kern. All in favor, motion carried.

NEW BUSINESS

1. Emergency Declaration Updated Policy for Public Meetings, Borough Offices and Parks

Council decided that in-person meetings at Borough Hall will resume as of July 1st. Hybrid meetings would require an A/V system. Park facilities and the administrative office will reopen to the public.

2. Workplace Bullying and Violence Policy

Mr. Hovey provided a draft policy for consideration. If adopted, each employee will receive a copy and must sign an acknowledgment.

Motion made by Mr. Brown to adopt the workplace bullying and violence policy as drafted; motion seconded by Mr. Sweeney. All in favor, motion carried.

3. Waiver of Section 5.03 of Park Code Ordinance No. 338 for the Summer Concerts Series at Brown Street Park on July 2nd, July 30th, August 20th (and subsequent rain dates).

Motion made by Mr. Kern to waive §5.03 of Park Code Ordinance No. 338 to allow the sale of alcohol at the summer concerts as scheduled; motion seconded by Ms. Miskiewicz. All in favor, motion carried.

READING OF THE PAYMENT OF THE BILLS

General Account: (Office) PECO \$224.80; H.A. Berkheimer \$119.45; Beth Ann's Flowers \$87.99; AT&T \$152.57; Action Data Services \$203.79; Verizon \$211.41; PA American Water \$21.87; Cigna \$91.20; Comcast \$73.63; CNA Surety \$350.00; Wolf, Baldwin & Assoc. \$4,275.00; **Total \$5,811.71.** **(Streets)** Flexible Benefits Plans Inc. \$3,030.86; PECO \$82.71; A.J. Blosenski \$7,903.25; CCSWA \$8,312.33; Eagle Disposal \$5,549.44; AirGas \$28.86; Emery Auto Repair \$414.86; Limerick Hardware \$73.51; Little's \$1,967.88; WEX Fleet \$494.70; Wolf, Baldwin & Assoc. \$480.00; **Total \$28,338.40.** **(Police)** Flexible Benefits Plans Inc. \$3,948.43; PA American Water \$644.62; Crystal Springs \$64.91; deCordre Automotive \$1,170.99; Drug Scan \$336.00; Borough of Pottstown \$200.00; Verizon \$341.41; Wex Fleet \$782.40; Witmer Public Safety Group \$49.99; Amazon Capital Services \$424.99; 21st Century Media \$610.94; **Total \$8,574.68.**

Sewer Account: Flexible Benefits Plans Inc. \$2,500.02; PECO \$43.86; Wind River Environmental \$2,640.00; ApexCompu Corp. \$216.00; M.J. Reider Associates \$944.00; PA One Call Systems \$11.68; Crystal Springs \$8.99; EEMA \$4,976.81; PA American Water \$93.33; J.C. Ehrlich \$69.00; Verizon \$227.33; Staples \$435.76; Wex Fleet \$46.02; A.J. Blosenski \$525.00; **Total \$12,737.80**

Street Light Fund: PECO \$4,703.25; **Total \$4,703.25**

Parks & Recreation Fund: PECO \$98.66; LW Group \$260.00; PA American Water \$25.47; H.W. Munz Inc. \$165.57; **Total \$549.70**

Building and Property Fund: Crystal Springs \$27.69; **Total \$27.69**

CRP Grant Consulting: URDC \$5,201.00; **Total \$5,201.00.00**

Planning, Zoning & Housing Fund: EEMA \$320.00; Wolf, Baldwin \$3,075.00; Motley Associates \$9,203.60; **Total \$12,598.60**

Motion made by Mr. Burns to accept the bills for payment as submitted; motion seconded by Mr. Kern. All in favor, motion carried.

ANNOUNCEMENTS

Mr. Shaner announced the following meeting schedule: **Sewer Committee** 06-10-2021 at 6:30 pm; **Planning Commission** 06-16-2021 at 6:30 pm; **Park and Recreation Committee** 06-17-2021 at 6:00 pm; **Police Committee** 06-17-2021 at 6:30 pm; **Finance and Ordinance Committee** 06-23-2021 at 6:30 pm. The next **Borough Council** meeting is 07-06-2021 at 7:00 pm due to the holiday closure on July 5th.

ADJOURNMENT

There being no further business, a motion was made by Mr. Sweeney to adjourn the meeting; motion seconded by Mr. Brown. All in favor, the meeting was adjourned.

Respectfully submitted by

Kisha Tyler, Assistant Borough Manager

FINANCIAL REPORT FOR THE MONTH OF
MAY 2021

The following figures represent the balance in each Department as appropriated in the 2021 Budget.

| <u>GENERAL GOVERNMENT</u> | | <u>% UNSPENT</u> |
|------------------------------------|---------------|-------------------------|
| General Government | \$ 122,180.00 | 56% |
| Protection to Persons and Property | \$ 274,668.96 | 57% |
| Planning, Zoning and Housing | \$ 223,173.06 | 92% |
| Streets and Highways | \$ 303,152.60 | 58% |
| Street Repaving | \$ 262,746.00 | 100% |
| Parks and Recreation | \$ 32,156.12 | 96% |
| Insurance | \$ 64,481.00 | 87% |
| Street Lighting | \$ 26,984.78 | 52% |
| Library | \$ 15,000.00 | 100% |
| Liberty Fire Company | \$ 30,000.00 | 100% |
| Association Dues and Expenses | \$ 1,853.12 | 88% |
| Building and Property | \$ 45,176.69 | 90% |
| 1% Tax Collection | \$ 3,237.65 | 65% |
| OPT Tax Collection | \$ 236.64 | 95% |
| Workers' Compensation | \$ 32,687.00 | 95% |
| Engineering and Consulting | \$ 27,134.00 | 78% |
| CRP Grant Consulting | \$ 151,225.00 | 92% |
| CRP Grant | \$ 750,000.00 | 100% |
| Comprehensive Plan | \$ 60,000.00 | 100% |
| MS4 Project | \$ 105,000.00 | 100% |
| <u>SEWER ACCOUNT</u> | \$ 644,465.50 | 78% |

This report reflects all wages and bills paid through May 31, 2021.

Tax Collector's Monthly Report to Taxing District

Taxes Included: SPRING CITY BOROUGH TAX / BOROUGH PER CAPITA / OCCUPATION TAX

For The Month of: 4/28/2021 00:00:00 To 5/24/2021 23:59:59

| A. Collections | Municipal/County | | | School | | | Per Capita | Others | Totals |
|--|------------------|---------|--------|---------|---------|---------------|------------|-------------|-------------|
| | Current | Interim | Other | Current | Interim | Interim/Other | | | |
| 1. Balance Collectable--Beginning of the Month | \$56,476.44 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$8,495.00 | \$11,675.00 | \$76,646.44 |
| 2A. Additions: During the Month | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 2B. Deduction: Credits During the Month from 17 | | | | | | | | | |
| 3. Total Collectable | \$56,476.44 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$8,495.00 | \$11,675.00 | \$76,646.44 |
| 4. Less: Face Collections for the month | \$11,315.30 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$250.00 | \$286.25 | \$11,851.55 |
| 5. Less: Deletions from the List | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$585.00 | \$787.50 | \$1,372.50 |
| 6. Less: Exoneration | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 7. Less: Liens/ Non-lienable Installments | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 8. Balance Collectable--End of the Month | \$45,161.14 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$7,660.00 | \$10,601.25 | \$63,422.39 |
| B. Reconciliation of Cash Collected | | | | | | | | | |
| 9. Face Amount of Collections - Must agree with line 4 | \$11,315.30 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$250.00 | \$286.25 | \$11,851.55 |
| 10. Plus: Penalties | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 11. Less: Discounts | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 12. Total Cash Collected Per Column | \$11,315.30 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$250.00 | \$286.25 | |
| 13. Total Cash Collected All Columns | | | | | | | | | \$11,851.55 |

C. Payments of Taxes

14.Amount Remitted During the Month

| Date | Transaction # | Amount |
|------------|---------------|-------------|
| 05/01/2021 | | \$1,829.44 |
| 05/06/2021 | | \$2,350.04 |
| 05/19/2021 | | \$7,678.07 |
| | | |
| | | |
| | TOTAL | \$11,857.55 |

15.Amount Paid with this report Applicable to this reporting Month

TOTAL

16. Total Remitted this Month

TOTAL

\$11,857.55

17. Total Other Credits and Adjustments

| Parcel # | Name | Amount |
|----------|------|--------|
|----------|------|--------|

18. Interest Earnings (If applicable) \$

Taxing District Use (Optional)

Carryover from Previous Month

Amount Collected this Month

Less Amount Paid This Month

Ending Balance

~~Tax Collector~~

Date _____

I Verify this is a complete and accurate reporting of the balance collectable, taxes collected and remitted for the month

Title: Amelia

Date:

| | Current Tax | Interim Tax | |
|---|-------------|-------------|-------------|
| Face Amount | \$11,851.55 | \$0.00 | |
| Discount Amount | \$0.00 | \$0.00 | |
| Penalties Amount | \$0.00 | \$0.00 | |
| Refunds Payments Collected to be returned | \$0.00 | \$0.00 | |
| Exoneration Refunds (for payments made on previous monthly reports, not part of any calculations) | | | \$0.00 |
| Total Over/Under Paid | \$6.00 | \$0.00 | |
| Total Deposit (Including Refunds) | | | \$11,851.55 |
| Adjusted Total Cash Collected | | | \$11,857.55 |
| Bounced Checks - Deposits Reversed by Bank for insufficient funding | | | \$0.00 |

| Collection Statistics | Face Current | Disc/Pen Cui | Face Interim | Disc/Pen Int | Face Total | Disc/Pen Total | Total |
|-----------------------------------|--------------|--------------|--------------|--------------|-------------|----------------|-------------|
| Face Amount Collected in Discount | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Face Amount Collected in Face | \$11,851.55 | | \$0.00 | | \$11,851.55 | | \$11,851.55 |
| Face Amount Collected in Penalty | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |

| Commission | Municipal/County | | School | | Per Capita | Others |
|-------------------------------------|------------------|---------|---------|---------|------------|--------|
| | Current | Interim | Current | Interim | | |
| 12. Total Cash Collected Per Column | \$ 11,315.30 | \$0.00 | \$ 0.00 | \$ 0.00 | \$ 250.00 | |
| Commission Rate | | | | | | |
| Monthly Commission per column | | | | | | |

The Report of the Treasurer of the Borough of Spring City, Pa. at the close of business May 31, 2021

GENERAL FUND

General Fund Receipts

| | |
|------------------------------------|--------------------|
| Berkheimer Associates E.I.T. | \$ 48,053.49 |
| Trash Collection Fees | \$ 11,109.00 |
| Accident Reports | \$ 60.00 |
| Bulk Pickups | \$ 1,375.00 |
| Building Permits | \$ 1,700.00 |
| Berkheimer OPT | \$ 2,445.24 |
| Realty Transfer Tax | \$ 4,655.00 |
| Local Fines | \$ 765.84 |
| County Fines | \$ 96.13 |
| Fingerprinting | \$ 60.00 |
| U&O Inspections | \$ 700.00 |
| Trash Certs | \$ 60.00 |
| Dumpster Permits | \$ 50.00 |
| Taxes | \$ 2,041.86 |
| Parking Tickets | \$ 770.00 |
| Zoning Permits | \$ 150.00 |
| Utility Permits | \$ 65.00 |
| Fee in Lieu of Taxes | \$ 6,310.48 |
| Sale 2015 Dodge Cruiser | \$ 11,810.00 |
| Zoning Hearing Applications | \$ 4,000.00 |
| Bid Specs MS4 Project | \$ 375.00 |
| Insurance Refunds | \$ 7,147.09 |
| Permit Review | \$ 2,500.00 |
| Interest | \$ <u>1,180.29</u> |
| Total Deposits to General Fund | \$ 107,479.42 |

Withdrawals:

| | |
|--|-------------------------|
| By Orders #30220 – 30248 #15669-15705 | \$102,829.28 |
| Intra Fund Transfer | \$ 0.00 |
| Balance on Account – Checking | \$ 78,112.85 |

The Report of the Treasurer of the Borough of Spring City, Pa. at the close of business May 31, 2021

SEWER FUND

Sewer Receipts

| | |
|---------------|-------------|
| Sewer Rents | \$ 7,941.65 |
| Sewer Certs | \$ 50.00 |
| NSF Check | \$ 732.60 |
| NSF Check Fee | \$ 40.00 |
| Interest | \$ 2,543.57 |

| | |
|----------------|-------------|
| Total Deposits | \$11,307.82 |
|----------------|-------------|

Withdrawals:

| | |
|--|----------------|
| By Orders #8779 - 8799 #22312 - 22322 | \$32,387.58 |
| Intra Fund Transfer | <u>\$ 0.00</u> |

| | |
|---------------------------|--------------------|
| Balance on Account | \$51,218.86 |
|---------------------------|--------------------|

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Respectfully submitted,

Dennis Rittenhouse